

ENTER FISCAL YEAR

Department of Consumer and Regulatory Affairs
Enforcement & Compliance Administration
1100 4th Street, SW 5th Floor
Washington, DC 20024
Tel: (202) 442-4332 Fax: (202) 442-9564 dcra.dc.gov

OFFICE USE ONLY

VACANT BUILDING RESPONSE FORM

PROPERTY INFORMATION	SQUARE	SUFFIX	LOT	
	PROPERTY ADDRESS			
	OWNER NAME			
	OWNER PHONE		OWNER EMAIL	
	OWNER MAILING ADDRESS			
	AGENT NAME (IF APPLICABLE)			
	AGENT PHONE		AGENT EMAIL	
	AGENT MAILING ADDRESS			
STEP 1 Fill out all of this information ←				

IT IS VERY IMPORTANT THAT YOU SUPPLY ALL OF THE REQUIRED DOCUMENTS LISTED NEXT TO YOUR SELECTION BELOW.					
RESPONSE (CHECK ONE)	<input type="checkbox"/>	YES, MY BUILDING IS VACANT and I certify that it meets the Vacant Building Maintenance Requirements in D.C. Code §42-3131.12. Please REGISTER MY BUILDING AS VACANT. I will be taxed at the Class 3 rate.	Include registration fee payment of \$250.00	STEP 2 Select ONE option and attach the supporting documents listed ←	
	OR				
	<input type="checkbox"/>	NO, MY BUILDING IS OCCUPIED If approved, I will be taxed at the Class 1 or Class 2 (commercial) rate.	Include two most recent water bills showing usage, and any other utility bills. If a commercial building, please also include a Certificate of Occupancy.		
	OR				
	<input type="checkbox"/>	MY BUILDING IS EXEMPT (CHECK ONE BELOW). If approved, I will be taxed at the Class 1 or Class 2 (commercial) rate this fiscal year.			
	<input type="checkbox"/>	THE BUILDING IS UNDER ACTIVE CONSTRUCTION	List building permit number(s). Permit(s) must have been issued, renewed, or extended within 12 months of the required registration date. _____		
	<input type="checkbox"/>	THE OWNER IS ACTIVELY SEEKING TO SELL OR RENT THE BUILDING and I certify that it meets the Vacant Building Maintenance Requirements in D.C. Code §42-3131.12.	Attach listing agreement with realty agent contact information AND MRIS or MLS electronic listing.		
	<input type="checkbox"/>	THE BUILDING IS THE SUBJECT OF A PROBATE PROCEEDING OR THE TITLE IS THE SUBJECT OF LITIGATION.	Attach current deed showing ownership AND copy of Letter of Assignment showing your authority over building AND court documents showing case is active.		
<input type="checkbox"/>	THE BUILDING IS THE SUBJECT OF A PENDING APPLICATION BEFORE A D.C. DEVELOPMENT BOARD.	Attach a copy of your filed application for a hearing with a particular board or commission.			
<input type="checkbox"/>	I AM SEEKING A SPECIAL EXEMPTION FROM THE MAYOR.	Attach supporting documentation.			

CERTIFICATION	I, the undersigned owner or agent, certify that I have read all information on this application. The information I have provided on this form is complete and accurate. If I am not the owner, I certify that I have the authority from the owner to make such certification and decisions about the above Property. I understand that filing a false statement on this form may subject me to further penalties.		STEP 3 Sign and date ←
	Signature	Date	

Mail the completed form, and any applicable required supporting documentation or payment, to the address at the top of this page.

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VACANT BUILDING EXEMPTION DENIAL APPEAL FORM
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COMPLETE THIS PAGE ONLY IF YOU HAVE RECEIVED AN EXEMPTION DENIAL AND THIS FORM WAS RETURNED TO YOU.

PROPERTY INFORMATION	SQUARE	SUFFIX	LOT	
	PROPERTY ADDRESS			
	OWNER NAME		OWNER EMAIL	
	OWNER MAILING ADDRESS			

APPEAL (CHECK ONE)	<input type="checkbox"/> APPEALING EXEMPTION DENIAL	Please provide the supporting documents specified in the denial letter that was included with this form.

CERTIFICATION	I, the undersigned owner or agent, certify that I have read all information on this application. The information I have provided on this form is complete and accurate. If I am not the owner, I certify that I have the authority from the owner to make such certification and decisions about the above Property. I understand that filing a false statement on this form may subject me to further penalties.	
	Signature	Date

Mail the completed form, and any applicable required supporting documentation, to the address at the top of this page.